

California Energy Commission



CLASSIFICATION: Staff Services Analyst (Gen)

TENURE: Permanent

TIMEBASE: Full Time

SALARY: Range A \$2,817 - \$3,426
 B \$3,050 - \$3,708
 C \$3,658 - \$4,446

LOCATION: Contracts Office, Financial Services
 Sacramento, CA

FINAL FILING DATE: OCTOBER 31, 2008

DUTIES AND RESPONSIBILITIES: Under the direct supervision of the Staff Services Manager II, Contracts, Grants & Loans Office, the Staff Services Analyst performs varied, analytical and consultative staff services in the planning, development, award, and fiscal compliance and reporting of contracts.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- ◆ Ability to work independently and interpret regulations and guidelines
- ◆ Ability to work well under pressure and meet deadlines
- ◆ Knowledge of state contracting processes, State Contracting Manual, Public Contract Code
- ◆ Exceptional organizational skills
- ◆ Working knowledge of Microsoft Office software applications, specifically Word
- ◆ Excellent interpersonal skills and the ability to communicate effectively

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either State civil service transfer, employment list, reinstatement, or SROA/Surplus eligibility. **Please specifically state the basis of your eligibility for this classification on the state application form, STD. 678.** Applications will be screened for experience, and only the most qualified will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (STD. 678) TO:

Deborah O'Choa – RPA #: 202-229
 California Energy Commission
 1516 Ninth Street, MS-3
 Sacramento, CA 95814
 E-mail: dochoa@energy.state.ca.us

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

Cheryl Raedel, Office Manager
 (916) 654-4392 CALNET 464-4392

Position #: 2020-5157-810

RPA #:202-229

JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

RECRUITMENT IS LIMITED TO EMPLOYEES OF THE CALIFORNIA ENERGY COMMISSION [OPTIONAL].

When the Commission is in a hiring freeze, all JOBS must include this statement. If, during a hiring freeze, the unit wishes external recruitment, approval to do so must be obtained in advance from the Executive Management Team.

CLASSIFICATION [REQUIRED]. Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

TENURE [REQUIRED]. Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL]. When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

TIME BASE [REQUIRED]. Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

Will consider appointments less than full time [OPTIONAL]. If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

SALARY [REQUIRED]. Provide the salary range. Provide each range if there is more than one.

LOCATION [REQUIRED]. Provide only the office name and/or division name, and Sacramento, California.

FINAL FILING DATE [REQUIRED]. Leave blank. The final filing date will be determined by the Personnel Analyst.

DUTIES/RESPONSIBILITIES [REQUIRED]. Briefly describe the primary duties of the position (from the duty statement).

DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED]. Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

WHO MAY APPLY [REQUIRED]. Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

[For Energy Analyst positions only] Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test] [OPTIONAL]. All Energy Analyst JOBS must include this statement.

Training & Development Assignments may be considered [OPTIONAL]. If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

Miscellaneous statements here [OPTIONAL]. Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED]. Use the language provided. Insert the contact person’s name, mailing address, and public and calnet phone numbers.